U. S. Department of State

INTERAGENCY OVERSEAS EMPLOYEE POSITION DESCRIPTION

This document is used for regulatory purposes relating to the appointment and payment of public funds. False or misleading statements may constitute violations of such regulations. Prepare according to instructions from the Supervisor's Field Guide for Supervisors of Locally Employed Staff, Chapter 2 (3 FAH-2 H-440).

1. Post	2. Agency	3a. OPS Job Code
Kampala	HHS/CDC	H44380

3b. Post Job Number	3c. Subject to Identical Position? If yes, provide total position number and list all additional post job number(s) in 3d.
101173	☐ Yes ☒ No

3d. Total Number of Positions   Identical Additional Post Job Numbers

   1   N/A

4. Post Position Title or Working Title (if different from official title)

   Statistician (Data Management and Statistics Team Lead)

5. Reason for Submission

☐ New position

☐ Implementation of SJD/FJD

☐ Recertification of position description

☒ Significant changes to existing position

☐ Reorganization or reprogram of existing vacant position to position with different official title or occupational series - *provide OPS position Number and OPS Job Code for existing vacant position*

6. Organizational Design

6a. Office/section Centers for Disease Control and Prevention	6b. First Subdivision Data Science and Informatics Branch
6c. Second Subdivision Data Management and Statistics Team	6d. Third Subdivision

7. Certifications/Signatures

7a. Employee	I acknowledge receipt of this description of my position duties and responsibilities.	☒ By checking this box, I, Vacant, certify that I am the individual submitting this document.	Date
7b. Supervisor	I certify that this is an accurate description of the duties and responsibilities of this position.	☒ By checking this box, I, , certify that I am the individual submitting this document.	Date
7c. Section Chief/ Agency Head	I certify that this is an accurate description of this position and there is a valid management need for this position.	☒ By checking this box, I, , certify that I am the individual submitting this document.	Date
7d. HR Officer/ Mgmt. Officer	I certify that this is an accurate description of this position.	☒ By checking this box, I, , certify that I am the individual submitting this document.	Date

8. Classification Action and Certification - I certify that this position has been classified within established standards.

8a. Classification Center	Official Title	Job Series	Grade	Approver Name	Date Approved
AFRCC	**Statistician**	**1735**	**FSN-11**		**10/20/2023**

8b. GTM/OE	Official Title	Job Series	Grade	GTM/OE Name	Date Approved

8c. Recertification Reason		RCC/Approver Name		Initials/Date

9. Post PD Review	Initials/Date	Initials/Date	Initials/Date	Initials/Date	Initials/Date
9a. Employee					
9b. Supervisor					
9c. HR/Mgmt. Officer					

10. Job Overview

The Data Management and Statistician position is in the Data Science and Informatics (DSI) Branch at the Centers for Disease Control and Prevention (CDC) Uganda country office and serves as the lead for the Data Management and Statistics (DMS) Team. The job holder is a senior statistician and key public health technical advisor and provides a broad range of statistical, data management, and analytic expertise and support to physicians, epidemiologists, behavioral scientists, public health specialists, and health service researchers working on USG funded projects and activities.

10a. Direct Supervisor of Position:

Data Science and Informatics Branch Chief.

10b. Position Directly Supervises:

Job holder supervises two (2) Statisticians and one (1) Data Manager

10c. Indicate if the position has authority to obligate funds:

No

10d. Provide security access determination level, if required:

Low Risk/Non-Sensitive

11. Major Duties and Responsibilities (*Include % of time spent for each duty, percentage totals must equal 100%*):

I.   Data Management and Statistical Analysis: 40%

Job holder serves as a recognized expert on advanced methods of statistical analysis, advanced programming consultation, and the utilization and analysis of complex multi-stage survey data. Designs or adapts creative statistical approaches which are implemented or used by other statisticians or researchers within CDC. Determines that the appropriate statistical methodology is applied, underlying assumptions are addressed, and the results are interpreted, explained, and disseminated correctly. Programming duties include creation, manipulation, and analysis of large, complex data sets. These programs include appropriate weighting of statistical tabulations of data from surveys. Devises appropriate methods for summarizing, interpreting, and presenting the results of statistical analyses of data compiled from studies and projects. Independently defines input and output requirements, editing procedures, and maintenance routines to ensure data quality. Reviews and approves analytic plans and statistical approaches for USG funded studies and surveys and provides technical assistance to DSI Branch and program staff on data management and statistical analysis. Requires a thorough knowledge of the capabilities of SAS, EPIINFO, STATA, spreadsheet, database software, and/or other PC applications.

Provides technical support in all phases of scientific studies, surveys, and projects, including study design; design of data collection instruments and systems; planning the analysis of data and selecting appropriate statistical techniques for analysis; data analysis, interpretation, and dissemination; assessing the quality of data; and presenting the results of studies and research. Technical support activities include the selection and implementation of the appropriate statistical methodology for analysis; planning data collection activities, including selection of appropriate data capture tools; reviewing the quality of the collected data; and evaluating the precision and validity of the information collected. The job holder oversees the work of data managers, statisticians, and data entry clerks. The incumbent is responsible for evaluating the quality and completeness of data and provides feedback for areas of improvement including corrective action plans. Ensures that data managers develop, implement, and maintain rigorous data protocols for data collection and management, ensuring the timeliness, accuracy, and integrity of data. Provides expert technical assistance to program staff on DSI domains and guides multiple technical area program specialists in the use of data for program planning and improvement.

Provides technical expertise, advice, and direction on the implementation and application of computer software to address statistical and mathematical problems that are technically challenging and demanding in disease prevention and surveillance. Works closely with project team leaders and their staff in creating innovative approaches to resolve analytical and operational problems and provides critical advanced technical assistance when needed. Develops, modifies, and integrates computer programs from multiple data processing systems. Coordinates the development of statistical applications and programs with other professionals in CDC to ensure that programs are consistent with current state-of-the-art procedures for analyses. Provides one-on-one and small group instruction and guidance to other statisticians and project staff to assure proper implementation and application of state-of-the-art or new and emerging techniques and methods. Provides expert level consultation on statistical and programming problems. Keeps abreast of and evaluates the latest statistical software and its utility for CDC, USG, and Government of Uganda (GOU) applications in public health.

II.   Technical, Program, and Project Management: 30%

Provide strategic, programmatic, and technical leadership for CDC's support to data aspects of health systems strengthening in Uganda. Develop and evaluate current plans and activities against short- and long-range strategic information objectives; develop recommendations for CDC and interagency USG support to ensure cost-effective and rigorous data investments at every level in the health sector; and identify and foster opportunities for collaboration, coordination, and integration of support to data science at every level of the health system.

Engage regularly with multiple divisions of the MOH and other GOU departments, serving as a CDC senior technical point of contact for health data, including data capture, data analytics, and data use for decision making, program monitoring, and program improvement. Advise CDC Uganda and interagency colleagues on matters related to data management, analytics, study implementation and design, statistics, and data use. Coordinate CDC's support to the GOU for the development, implementation, and improvement of USG and national reporting systems for health programs.

Represent CDC in national and international level technical and programmatic meetings and consultations with GOU counterparts, bilateral and multi-lateral development partners working in the health sector, Implementing Partners (IPs), and other USG agencies working on DSI domains. Lead the design of programs and activities related to data management and statistics to increase evidence-based planning, programming, and management of Uganda's health sector.

Provides expert level advice and recommendations in the areas of DSI to the DSI Branch Chief, CDC leadership, USG, and MOH technical working groups. Leads multiple complex projects concurrently, ensuring priority activities are completed with quality and contribute to organizational goals and objectives.

Job holder may service as lead activity manager or activity manager on multiple grants/cooperative agreements, providing technical oversight, direction, and management for implementing partners.

Job holder may participate and/or lead in outbreak response activities for emerging public health threats.

III.   Scientific Writing and Presentations: 15%

Job holder works with a multi-disciplinary team to produce and review high-impact scientific reports, manuscripts, and presentations, ensuring quality statistical and epidemiologic content. Prepares advanced statistical reports, graphs, charts, tables, and narrative material of study and program data for publication, oral presentation, and dissemination.

Collaborates with senior level professionals, host country government, international organizations, and other public and private organizations involved in HIV/AIDS research to ensure that CDC Uganda research activities are consistent with and complimentary to in-country HIV/AIDS epidemiologic and implementation science activities.

Prepares regular and frequent oral and written reports to the CDC Country Director, DSI Branch Chief, and the USG PEPFAR interagency management team on the progress of PEPFAR funded surveys, surveillance, and implementation science projects. Writes reports, abstracts, and manuscripts on research results and findings for presentation at national and international conferences and meetings. Participates and delivers presentations in national and regional conferences,

meetings, and workshops on HIV implementation science and statistics in public health. Responds to requests from NGOs, health care organizations, and medical professionals for information and technical assistance on HIV statistics, mathematical modeling, and implementation science.

IV.   Interagency Collaboration and Coordination: 15%

As a regional expert on strategic information matters pertaining to HIV/AIDS prevention, job holder represents CDC Uganda at technical meetings, including meetings with collaborators and donor agencies. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

Represents CDC in discussing and developing financial commitment proposals for HIV prevention and treatment programs at administrative and strategic planning meetings. This includes all USG agencies. Serves as chair or rotating chair on inter-agency technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all USG agency prevention and treatment activities in Uganda. Serves on intra- and inter-branch PEPFAR and other division health projects. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, special PEPFAR taskings, etc.

Services as the interagency strategic information point of contact for multiple technical areas, providing data and analytic support to public health specialists and program staff across agencies. Plays an active role in national strategic information technical working groups, advising on data management, statistics, mathematical modeling, epidemiologic methods, and data analysis for public health studies and programs.

Note: This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.

Minimum Qualification Requirements

12. Knowledge

12a. Pre-hire (*Operational*)

In-depth, comprehensive, and evolving knowledge of statistical and mathematical analysis techniques integrated with computer applications is required. Higher mathematical ability with a solid background in statistics and the calculus of probability is also necessary, especially for high priority and major projects that require approaches that are technically demanding or rely on advanced technical expertise to efficiently meet complex project demands on time. Knowledge of parametric and non-parametric techniques, along with categorical data analysis is required to provide statistical support. Comprehensive knowledge and experience in HIV/AIDS prevention areas is required. Thorough public health knowledge of current HIV/AIDS issues is required.

12b. Post-hire (*Organizational*)

Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Detailed working knowledge of USG HIV/AIDS public health programs, strategies, methods, processes, and techniques used to plan, develop, implement, and evaluate results is required.

13. Education

Masters Degree in Public Health, Biostatistics/Statistics, Epidemiology, Data Management, or Informatics is required.

14. Licensing/Certifications/Training

Post entry training may include professional seminars to expand knowledge, skills and abilities in statistics, data management, informatics, and HIV/AIDS practices, procedures, and administrative and fiscal management. PEPFAR and agency-specific training in approaches to program design, implementation, and reporting. Agency-specific leadership development training, and COR/CTO or Project Management of cooperative agreements training are required. Additionally, scientific ethical training including human subjects' ethical trainings will be required.

15. Work Experience

15a. Nonsupervisory:

Four years of progressively responsible experience in statistics, data management, programming, monitoring and evaluation, or research in health is required. At least 3 of these years focused on advanced analysis using SPSS, SAS, STATA, R, or other statistical software, is required.

15b. Supervisory:

1 year of experience supervising staff is required.

16. Language Proficiency - List English and other host country language(s) proficiency requirements by level (1-5) for speaking, reading, and writing.

English: Level 4 - Fluent; written/spoken, including the ability to translate
Host-Country Language:
Host-Country Language:
Host-Country Language:
Host-Country Language:

17. Pre-hire Skills and Abilities

Excellent oral and written communications skills to develop and maintain effective working relationships with national and international health partners are required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting, and fiscal management in support of cooperative agreements and contracts is required. The ability to lead results-driven project teams and workgroups is required. Advanced user level of word processing, spreadsheets, and databases is required. Numerical skills for data analysis are required. Must have statistical and research skills in HIV/AIDS, TB, or STIs as demonstrated by published, peer-reviewed articles in professional journals, national, or international presentations.

18. Post-hire Skills and Abilities

Comprehensive understanding of USG structures, policies, and procedures. Ability to navigate CDC and USG structures effectively and diplomatically to achieve program goals. Advanced understanding of and ability to use CDC, USG, and MOH data systems for data entry, data extraction, and data analysis.

19. Special Work Environment & Conditions

The position demands a significant level of mental work and moderate degree of stress may result from several competing demands within a very short time frame or shifting and changing priorities. Extended work hours are required periodically

to meet unavoidable work-related demands resulting in an occasional trade-off between personal and work time. Work patterns vary and program deadlines will regularly require extra hours at the workplace to meet the demands of program activities, particularly during the preparation for the Country Operation Plan (COP). Overnight travel is required for in country and occasional international travel. Travel to project sites to monitor program implementation as well as provide technical supervision is required.

20. Post PD Review Notes (*FOR HR USE ONLY*)

1. Post – Please type the post name.

2. Agency – Please type the agency name.

3. This section deals with the numbers found in OPS, on the individual employee's document and internal management of identical additional positions. It is an important internal control for position management.

3a. OPS Job Code: This number is generated by the OPS System and is linked with the MClass system. This block will be completed by the Post HR Office for existing positions or by checking on MClass for new positions once positions are classified.

3b. Post Job Number: This column should contain the OPS assigned position number or post position number recorded in MClass.

3c. Please indicate if the classification will be assigned to multiple (identical additional "IA") positions.

3d. Total number of identical positions - Please state the total position numbers that are assigned to the position's MClass record. Identical post job numbers should be listed in this section. If space is insufficient to list all identical post job numbers, please provide details in the organizational chart.

4. Post Position Title - This is used when the official position title in MClass differs from the more common title found in the host country. If there is no position working title, please leave this blank. The position working title will also appear in OPS.

5. Reason for Submission - please select the appropriate reason for submission. Please provide additional information when prompted.

6. Organizational Design - listing the office, section, and unit where the position is located.

7. Certifications/Signatures - Since this document is used for regulatory purposes relating to the payment of public funds, each stakeholder is required to acknowledge or certify, and sign.

8. Classification Action and Certification - This is completed by the RCC annotating the Official Title, Job Series and Grade of the position. The date is the date that the position was either approved or recertified in the MClass system. When there is a formal appeal of the classification performed by the RCC, the final decision from GTM/OE and/or USAID will be annotated here with name/initials.

8c. PD Recertification - Post to provide reason (e.g., PD is more than 5 years but still valid, or some changes reflected in the PD are not significant for reclassification). RCC provides the recertification official and date upon updating/uploading the revised PD in the MClass.

9. Position Description Review - This section documents the local reviews/updates performed at the Post level that are not sent to the RCCs. Refer to the most updated policy aid or contact respective RCC for additional clarification on minor changes at Post Any change to a PD must be reviewed by the employee, supervisor and Management Official (see 7 for explanation for Management Official).

10. Job Overview - This is a brief statement explaining the overall purpose of the position. This statement will appear in the vacancy announcement when the position is advertised. It should be concise, no more than 2 paragraphs, and be in plain language that can easily be understood by internal and external applicants.

10a. Direct Supervisor of Position: This a brief statement explaining who the direct supervisor of the position is; the level of oversight that will be used and how the work will be reviewed.

10b. Position directly supervises - When applicable, provide a brief statement regarding whom the position will supervise. Please explain how that will be done. For example, will provide daily guidance, approve/disapprove leave, take part in hiring decisions; provide recommendations to disciplinary actions, counsel employees and be the rater for performance reviews.

10c. Authority to obligate funds. If the position will have the authority to obligate funds, please select yes. If not, select no.

10d. No choice is needed here for LE Staff position as a local security certification is the default security access requirement for LE Staff position. If there is a reason requiring a higher security access determination, please consult with the Post Regional Security Officer and the Office Personnel Management's Position Designation Automated Tool (PDT), and subsequently indicate the appropriate level required by selecting one of the drop-down options.

11. Major Duties and Responsibilities. Do not enter the phrase "see attached" and do not attach any documents. Similar to the PDF or Word version of this form, the space will expand. When using the My Data form, begin typing here. When printing, check the box "print addendum" on the print screen so that all the data entered will print as an addendum.

Describe the regular and recurring work that will be required of the incumbent. Include duties that are performed 10% or more of the total work time (i.e., 4 or more hours per week). Start with the most important requirement or the largest percentage of time. Please group similar duties together. For each duty or group of tasks, describe the work to be performed, including methodologies and technologies.

For all agencies except USAID: The following statement should be included on every PD, at the end of Section 11, to address the issue of" other duties as assigned". No percentage of time is allocated to this statement.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

Minimum Qualification Requirements: These requirements must reflect the minimum knowledge, skills and abilities (KSAs) required to successfully fulfill the duties at the full performance level. These will not necessarily be the KSAs of the current or previous incumbent. All requirements must state "is required" or "must." The words "desired" or "preferred" are not to be used.

Some of the categories are split into pre-hire and post-hire levels. Pre-hire levels are those KSAs that the applicant is expected to already have before coming to work for the US government. Post-hire levels take into account the knowledge, skills and abilities that can only be obtained after being hired. Both pre-hire and post-hire levels are used during classification; however, only pre-hire levels are used during recruitment.

12. Knowledge is the theoretical or practical understanding of a subject, which includes the necessary information, subjects, and topics that should be known to successfully fulfill the duties.

12a. Pre-hire (Operational): This covers knowledge of the external environment or standard practices in the host country. This may be political, legal, occupational safety practices, accounting standards, building practices, and/or the business environment.

12b. Post hire (Organizational): This covers knowledge of US government workings and structure. Consider requirements to understand internal procedures, agency and USG regulations, policy, purpose of organization and its staff.

13. Education: List the minimum education level required for effective performance. For post-secondary education (I.e., university degree, master's degree and PhD), you must list a field of study that is directly related to the duties and responsibilities of the position. No more than five specific fields of study should be listed.

14. Licensing/Certifications/Training: This is the mandatory licensing, certifications or training that is required to reach effective performance within a reasonable period of time. Some licensing or certification are required at the point of hire, such as valid driver license, technical or specialist certification (technical, medical), others would be obtained during employment such as Overseas Personnel System training, Smith System Safe Driver training, Contracting Officer's Representative training, Grants Officer Representative training, basic consular training. Do not include training that is required of all employees, such as new employee orientation, cybersecurity, etc.

15. Work Experience: What experience does the incumbent need to successfully perform the duties and responsibilities of the position? State the minimum amount of time in months or years required. Do not cite a range of years (3-5 years of experience) or use progressive experience. Instead, list the minimum number of months or years (e.g., minimum of 6 months experience, or minimum of 4 years of experience.).

15a. Nonsupervisory: Please list the minimum experience needed to effectively perform the non-supervisory duties and responsibilities of the position.

15b. Supervisory: List the amount and type of previous supervisory experience required to successfully perform the supervisory duties of the position. The supervisory experience should be part of the total years of experience such as minimum four years of experience, of which at least one year is in supervisory role. Please note that if a position supervises less than three employees, best practice is not to require supervisory experience in order not to exclude first time supervisors.

16. Language Proficiency: Indicate the degree of proficiency in a language or languages required for performance of the duties of the position. State the minimum level for reading, speaking, and writing. The proficiency should be consistent with the communication requirements needed to perform the duties and responsibilities of the position." See OE policy "Pre-Employment English Language and Other Testing".

17. Pre-hire Skills and Abilities: List skills & abilities that a candidate needs to have to be hired into the position, e.g., interview for HR Recruiter, presentation & public speaking for trainer, counseling for supervisor, drafting building plans for architect, interpersonal for CLO, etc.

18. Post-hire Skills and Abilities: List any additional skills and abilities that can be built during employment, e.g., data analysis, communication with diverse audiences, federal fund management, etc.

19. Special Work Environment or Conditions: Use this space if the position is subject to a special work environment or conditions, such as if the position is required to travel significantly (25% or more), or if position is expected to be on-call/standby. All special work environment or conditions must be consistent with local law.

20. Post PD Review Notes. FOR HR USE ONLY. Please use the space to annotate changes made to the PD during Post PD Review.

Full Performance Level: Below is a guideline for the typical period of time a new employee would need to reach full performance level. This should not be confused with a training grade or the probationary period.

Grades 1-3 – Three months
Grades 4-6 – Six months
Grades 7-9 – Nine months
Grades 10-12 – One year